



Amaric House, Bramingham Business Park,
Enterprise Way, Luton, Beds, England. LU3 4BU
Tel: (44) 01582 524444 Fax: (44) 01582 491301

email: info@byways.co.uk

Website: www.byways.co.uk

How to guide for HOUSE OF FRASER Online Ordering for Tickets & Barcode Labels



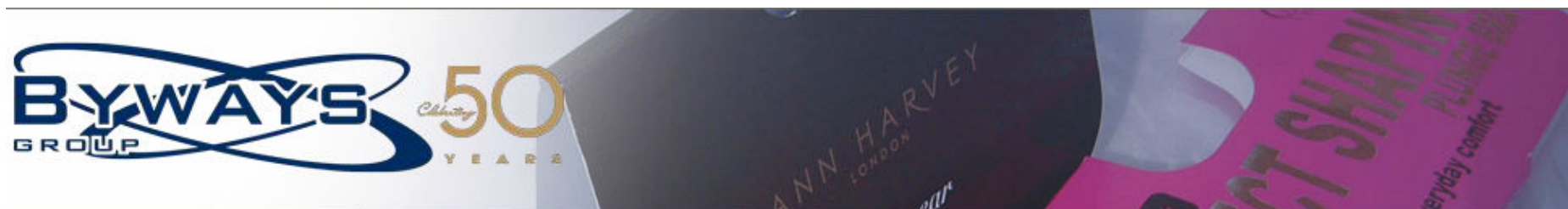
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Byways Website

Gaining Access to the Byways Website - Please visit www.byways.co.uk and select **My Byways** from the Menu on the left hand side of the screen as seen below.



- Products
- Help & FAQ
- Global Community
- Contact Us
- My Byways**
- Brochure

WELCOME TO BYWAYS



Byways Limited is a global company committed to supplying the highest quality labelling, ticketing and point of sale products required by retailers and manufacturers worldwide. Our business has grown over the years in line with our customers needs with Head Office based in the UK and other strategically placed Production Centres throughout the world.



From conception to completion.....
With over 40 years experience within the industry we have the expertise and knowledge to ensure we match your business needs. Right from the initial





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Byways web ordering system

Access to the Byways House of Fraser Ticket and Barcode Label web ordering page. If, you do not have access to the website you will need to request a Username and Password for your account. Please email customer_services@byways.co.uk, who will issue this.

Information to log onto the website

Log on to the website:

Enter your Username and Password into the relevant boxes and click “Login”, which will take you to the **Main Menu**.



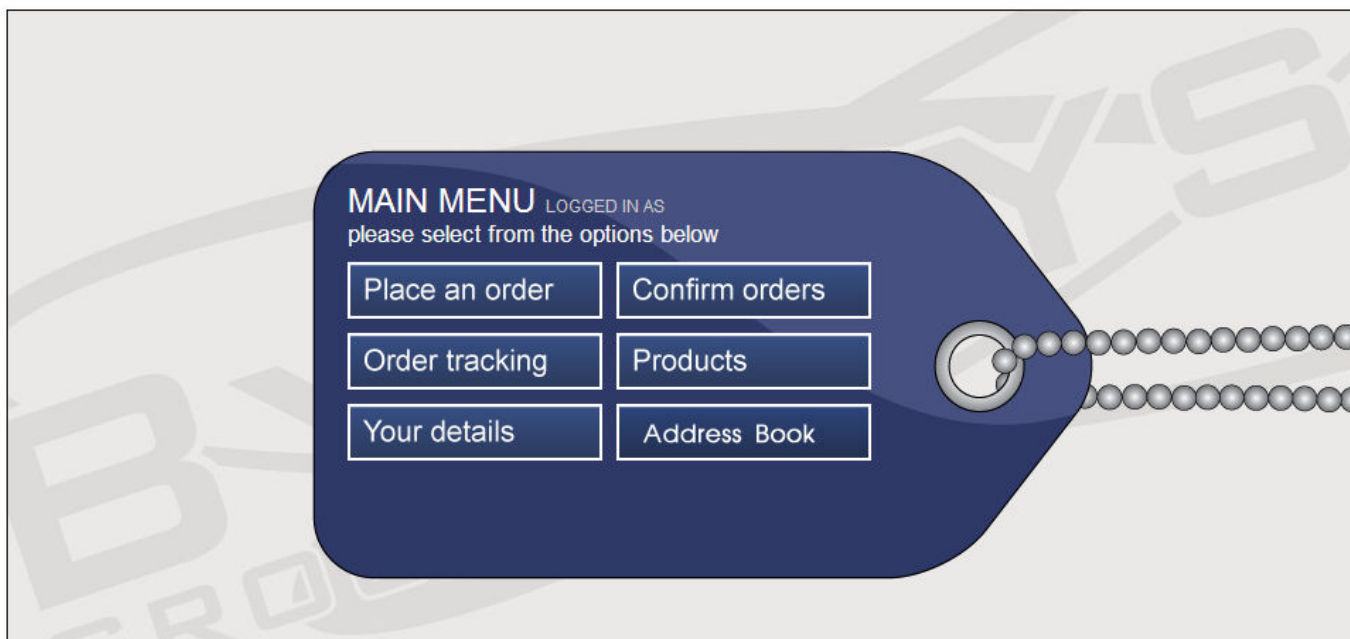
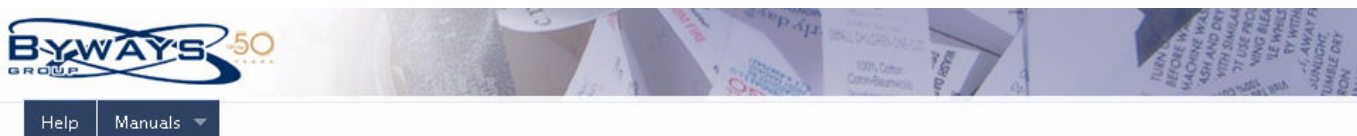
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Main Menu

To proceed with your label or ticket order, please select **“Place an Order”**





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If, you deal with more than one retail group with Byways, you will be asked which store you wish to place an order for.
Please Select **“HOUSE OF FRASER”**.

The screenshot shows the Byways website header with the logo and navigation menu. The main content area contains the instruction: "Please select one of the stores below to place an order." Below this instruction, the text "HOUSE OF FRASER" is displayed as a selectable option.



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Placing your order

Ordering ▾ Product Details ▾ Your Account ▾ Help 14/05/2013 Welcome & HOUSE OF FRASER | [Logout](#)

Select a label reference

SEARCH FOR LABEL

MISCELLANEOUS LABELS
 ▾

SWING TICKETS
 ▾

WOVEN LABELS
 ▾

-- OR --

CREATE BARCODE LABEL/TICKET ORDER

Click on “**CREATE ORDER**” at bottom of page

Entering your order – Step 1

Enter HOF “**Order Number**” and click “**Lookup**” this will then pre-populate all ticket or barcode label information (using information from HOF order file) Label Reference (please check this is correct by clicking on the icon which will bring-up a visual image of the ticket or label), Department Code, Quantity, Price, Barcode and Description. You must then enter details for “**Your Order Reference**” and “**For Attention Of**”.

Main Menu
20 May 2013

Step 1
To copy a previous order enter the Order Number and click the lookup button.

Step 2
Amend the Qty and Price as required. If the barcode is not required leave the Qty blank.

Label Reference: HOF 3

Label Description:

Order Number:

Your Order Reference:

Department:

For Attention Of:

Qty	Size	Price	Barcode	Colour	Description
<input type="text" value="1000"/>		<input type="text" value="80.00"/>	2101322775879		RED 27CM OVAL C
<input type="text" value="500"/>		<input type="text" value="70.00"/>	2101328694310		RED 21CM CASSER
Total Qty : 1500					

BYWAYS OFFICES IN: UNITED KINGDOM • HONG KONG • TURKEY • INDIA • BANGLADESH
Woven Labels, Variable Data & Barcode Products, Printed Labels, Care Labels, Swing Tickets, RFID & Security, Creative Design & Branding Solutions
Directors: A. Cohen, M. Cohen, S. Mahon, D. Hyde, S. Freer Val No. 490 4318 48. Registered in England. Registration No: 2238472



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Amend Order – Step 2

You can at this point also amend the PRICE and QUANTITY if required. Please note the screen does not facilitate showing every detail of the order, only the main points to enable you to recognize the items.

Then press “**Add to Basket**”

Please note - it will NOT let you add to basket unless you have inserted “**Your Order Reference**”

Your Basket

You can then view your basket which will contain the order that you have entered. You can delete order from basket by clicking on the RED CROSS on the right. However, if you are happy with the contents of your basket and wish to proceed, please select “**CHECKOUT**”

BYWAYS 50 GROUP

Need help? | email customer_services@byways.co.uk | +44 (0)1582 524444 Logout

Main Menu Basket (1) Items Search: Select Label Category 20 May 2013

Items in your basket
Remove the item from the basket by clicking on the appropriate button
To Add Further Products
Find products using the search tools above.

Order No	Label Ref	Qty	Date Ordered	Delete
649253	HOF 3	1500	20 May 2013	X

Checkout



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Checkout

Please review order information. If required, you can print a copy of your order by selecting the print icon on the right.

Should you wish to change your invoice or delivery address, you can do so by selecting the relevant option.

Order No	Label Ref	Qty	Date Ordered	Invoice To	Deliver To	Print
649253	HOF 3	1500	20 May 2013	BYWAYS TEST ACCOUNT UNIT G BRAMINGHAM BUS PARK ENTERPRISE WAY LUTON LU	BYWAYS TEST ACCOUNT UNIT G BRAMINGHAM BUS PARK ENTERPRISE WAY LUTON LU	

Addresses
To amend the delivery address, click [Change Delivery Address].

[Change Delivery Address](#)

Confirmation
Please ensure you have read the disclaimer and checked the box to confirm you have read it.


Please check all details of your order and ensure that they are correct in relation to your requirements before proceeding with your order

I have read and agree to the disclaimer
 The Invoice and Delivery Address is Correct

[Confirm order](#)

Changing your Invoice or Delivery Address

After selecting **Change Invoice** or **Change Delivery Address**, you can then pick from the list of your available addresses or choose to add a new address. If, you choose to add a new address, this will then be available for future orders.

Order No	Label Ref	Qty	Date Ordered	Invoice To	Deliver To	Print
00002	R1CORP01	220	09 May 2012	BYWAYS TEST ACCOUNT UNIT G BRAMINGHAM BUS PARK ENTERPRISE WAY LUTON	BYWAYS TEST ACCOUNT UNIT G BRAMINGHAM BUS PARK ENTERPRISE WAY LUTON	

Addresses
To amend the invoice address, click [Change Invoice Address].
To amend the delivery address, click [Change Delivery Address].

Change Invoice Address

Change Delivery Address

Invoice To:

BYWAYS BAR EAST
UNIT G&D S/F KAI CENTRE
36 HUNG TO ROAD
KOWUN TONG
KOWLOON
HONG KONG

Invoice To:

BYWAYS SAMBUNG ACCOUNT
AMARIC HOUSE
UNIT G
BRAMINGHAM BUS PARK
ENTERPRISE WAY
LUTON
LU3 4BU

Invoice To:

BYWAYS WEB TEST
UNIT G
BRAMINGHAM BUSINESS PARK
LUTON
LU3 4BU

Use Address

Use Address

Use Address

Confirmation
Please ensure you have read the disclaimer and checked the box to confirm you have read it.

Please check that the data on the screen corresponds with your contract. Please do not proceed if any of the information on the screen is incorrect. Immediately alert your buyer or contact us @ Byways with any issues.
Byways will not be responsible for any re-prints based on you proceeding with incorrect orders.

I have read and agree to the disclaimer
 The Invoice and Delivery Address is Correct

Confirm order



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Confirming your order

If, you are happy that all information completed is correct, please confirm you have read and agree to the disclaimer, confirm both the INVOICE and DELIVERY address is correct and ensure you tick the relevant boxes in acknowledgement. Then, click **“CONFIRM ORDER”**

Order No	Label Ref	Qty	Date Ordered	Invoice To	Deliver To	Print
649253	HOF 3	1500	20 May 2013	BYWAYS TEST ACCOUNT UNIT G BRAMINGHAM BUS PARK ENTERPRISE WAY LUTON LU	BYWAYS TEST ACCOUNT UNIT G BRAMINGHAM BUS PARK ENTERPRISE WAY LUTON LU	

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Frequently Asked Questions:

I received an automated email alert informing me of orders what should I do?

Please log into Byways website to place your order

I entered my House of Fraser Purchase Order number, but cannot find my order?

If you are unable to locate your required order under the PO number, please also try searching under your product code as the order received by Byways from House of Fraser could be listed under either code. If, you still cannot locate your order, please contact your House of Fraser Buyer, or Byways Customer Service Team on: 01582 52 44 44

I entered my required label/ticket reference, but cannot proceed further as it is not recognized?

House of Fraser have approved label and tickets references. If, you cannot find the particular item you require, please contact Byways or your House of Fraser Buyer, so that a new item can be added or an alternative item offered. To view a full list of approved House of Fraser labels and tickets, when logged into the website in Order Tracking, select PRODUCT DETAILS from the menu at the top left side of the screen.

Can I save my part completed order and finish it at a later date?

No, due to the work going on behind the scenes, the confirmation of an order cannot be saved midway. The process would start again from the beginning if you needed to stop halfway.

What is the status / estimated delivery date for my order?

In the Main Menu select "Order Tracking" to view and track your orders, where it details all your orders, including the status and estimated delivery date. The status milestones are as follows:

- In production Order is with production
- Produced Order has been produced
- Despatched Order has been despatched
- Completed Order has been despatched and invoiced
- Held in Accounts Order is held by accounts and your order will not proceed until resolved